

Managing the Classroom Environment

US History 2019-2020

Instructor Information

Instructor	Email	Classroom	Phone
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Behavior Standards

This classroom is a workplace; a learning environment that requires a business-like atmosphere. The goal is to create an atmosphere where you, your fellow students, and I can work and learn together. Every individual student shares in the responsibility for maintaining a climate where everyone's work and efforts are respected, supported, and encouraged, and where everyone respects the need to concentrate in order to create quality work and meet high standards. I expect each student to take ownership of their own education.

As students in our learning community, you are expected to:

1. *Help create a courteous, cooperative atmosphere where everyone can concentrate on his/her work.*
2. *Take responsibility in making decisions regarding your work.*
3. *Keep your mind focused on your work and work hard all the time.*
4. *Be polite, courteous, and considerate of one another and one another's space at all times.*
5. *Support, encourage, and assist your fellow students in their learning.*
6. *Come to class on time every day and be prepared to participate actively.*
7. *Use behavior and language at all times that is appropriate to school.*
8. *Talk in a respectful, conversational tone and listen courteously when other students are talking or when the teacher is addressing the class or asking questions.*
9. *Respect the speaker, whether it is the teacher, another staff member, or another student. Do not talk while another person is addressing the class.*
10. *Do everything possible to ensure that classroom furniture, equipment, and materials are properly conserved and cared for, displaying good stewardship.*
11. *Do not eat outside of the cafeteria or at a time other than your assigned lunch period. Drink only bottled water.*
12. *Turn off your electronic devices before coming to class and put them away in your backpack. If you feel you cannot resist the temptation, you may deposit your device on my desk until the end of class.*
13. *Comply with VHS dress code policy, including on jeans days.*
14. *Comply with all VCS and VHS expectations and regulations.*

Class Procedures

While every day can vary some in terms of agenda, the following is a summary of some of the procedures this class will routinely follow:

1. *Entering the classroom:* You are to enter the classroom quietly, in uniform, and be in your seat when the bell rings. Pick up any handouts, hand in any assignment and look at the board. Follow the instructions on the board and review the lesson's learning goal.
2. *Bellringer:* Every class will begin with a bellringer. As soon as the bell rings to signal the start of class, look to the board and the front of the room for any written or verbal instructions to begin your work. Bellringers, participation, and other daily grades will be given EVERYDAY. See #8 below for more on bellringer grades.
3. *Restroom/Water Fountain Use:* Please use them between classes. You will only be permitted to use the restroom during class in the case of an emergency or if you have documented medical needs that require more frequent restroom visits. EMERGENCIES DO NOT OCCUR EVERY DAY or even once a week, even right after lunch.
4. *Leaving the classroom:* Do not pack up or leave your seat until I dismiss the class. I will dismiss you; not the bell. Also, once class begins, no students are permitted to leave the classroom without permission under any circumstances.
5. *Absences/Make-up Work:* Whether the absence is excused or unexcused, you can make up homework and tests. It is your responsibility to make up any missing assignments within three (3) days of your return to school. When coming back from an absence, check the class Google Classroom page. There you will find what we did in class while you were absent, as well as electronic copies of any handouts. If after visiting this page, you still have questions and/or doubts, feel free to speak with me before or after school, not during class time. You are welcome to use the Media Center computers before or after school. Regarding make-up work, on the top corner of your paper write down your name, subject, class period, the title of the assignment, and the date of when you were absent. Also, if you are absent due to an out-of-school suspension, you need to submit work that was due on your day(s) of OSS or work that was assigned on your day(s) of OSS on the day of your return. You will receive full credit for this work if submitted immediately when you return.
6. *Make-Up Tests/Projects:* If you are absent for a quiz or a test, come prepared to take it on your return to school. If you have been absent from school for several days and you feel that you are not prepared, please see me to schedule a make-up date. It is your responsibility to contact me in order to make up a test. Also, papers and projects that were assigned a week or more prior to your absence will still be due on the assigned due date regardless of whether you are in school. If you are absent on such a date, it is your responsibility to submit a paper or project via email, Google Classroom, or by having someone deliver your work to school on the due date.
7. *Extra Handouts:* If you happen to lose your handout or you were absent, you should get one from the files marked for your course in the back of the classroom. These extra copies will be classified according to their respective class. These will also be available on the class Google Classroom site.
8. *Tardies and Late Arrivals:* If you arrive tardy to school after the bell rings, you should report to the front office for an admit slip. If you are more than a minute late, you will be categorized as being somewhere in the building without permission or be documented for a class cut. If you arrive to class one second after the bell rings to signal the start of class, you are considered tardy. The following is a breakdown of how tardies will be handled:

How many tardies can I have?

Every Tardy	Zero on the daily bellinger
1st & 2nd Tardies	Warning
3rd Tardy	Parent contact by teacher

4th-9th Tardies	Detention + Parent Contact
10th Tardy	Referral to Administration + Detention
11+ Tardies	Referral to Administration with penalties increasing from Saturday School to ISS to Attendance Contract.

9. Tardies During Hall Sweeps: In addition, periodic hall sweeps will be conducted. If a student is tardy to class and in the hallway after the late bell rings, he/she will spend the remainder of the school day assigned to in-school suspension.

Intervention Steps for Behavior

If you choose to fail to follow any of these behavior standards or class procedures, there will be consequences to accept for your own actions. The steps below are cumulative for the semester.

1. Private conference with student; warning
2. Private conference with student; warning that the next step will result in parent contact
3. Parent contact: warning that next occurrence will result in an assigned after school detention
4. Parent contact and after school detention (Room 220, 2:45-3:25) (***Detentions will not be rescheduled unless a parent/guardian calls, provides written documentation, or if a student is absent on the detention. A missed detention will result in a Saturday School***)
5. Parent contact and DISCIPLINE REFERRAL

Referral Progression Plan

1st referral	Documentation of referral on behavior record and after school detention
2nd referral	Saturday School
3rd referral	ISS
4th referral	ISS
5th referral	Out of School suspension (OSS), Behavior Contract and Parent meeting

Conclusion

I strive to create a positive learning environment for all students in my classroom. I would like students in my class consistently. Please help me help your child be successful by encouraging them to come to class, be on time, be ready to learn, and by reviewing the topics they learned in class. Although I don't assign a great deal of homework, students should review what they learned in class each evening. Please feel

free to contact me with any questions or concerns about my class or about a specific assignment. Email is the best way to contact me, but I am available by phone before or after school. If you would like to set up a conference, please contact the guidance counselor. Looking forward to a great year!